



Commercial Cloud Services (Google) Ordering Tool Tutorial



December 2013

Introduction

- This briefing will introduce the Commercial Cloud Services Ordering Tool.
- You must utilize the CHES IT e-mart <https://chess.army.mil> to access the Commercial Cloud Services Ordering Tool.
- You will learn:
 - How to Access the Commercial Cloud Services Ordering Tool
 - How to Request a Commercial Cloud Service
 - How to Order a Commercial Cloud Service
 - How to View a Completed Order

Table of Contents

- Access to the Commercial Cloud Services Ordering Tool
- Requesting Commercial Cloud Services
- Ordering Commercial Cloud Services
- View Completed Orders

How to Access the Commercial Cloud Services Ordering Tool



Step 1 - Log into the CHESSE IT e-marketplace


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 COMPUTER HARDWARE,
 ENTERPRISE SOFTWARE AND SOLUTIONS

Contact Us | Feedback | FAQ | Sitemap | Login | Register Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

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| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources | About CHESSE |
|----------|----------|----------|-------------|------------------|-----------|--------------|

Hardware 

- Contracts
- DoD UC APL
- Ordering Guides
- Consolidated Buy
- RFQ
- Statement of Non-Availability

Login

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Ignore certificate ☒

Email

Password ([recover password](#))

Login

You will need to log in to access the Commercial Cloud Services Tool


Username and Password Log in Screen

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Hardware 

- Contracts
- DoD UC APL
- Ordering Guides
- Consolidated Buy
- RFQ
- Statement of Non-Availability

Login

Please enter your user name and password. [Register](#) if you don't have an account.

Account Information

Certificate: C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=CONTRACTOR, CN=CORCORAN.JOANNA.M.1457110185

Ignore certificate ☐

Login

CAC Log in Screen

<https://chess.army.mil>

Step 2 - Click All Software Agreements

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| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources |
|---|---|---|--|--|--|
| Hardware PC/Notebook/Printer/VTC Servers, Networking, VTC Unified Capabilities Product List | Software All Software Agreements Microsoft Army Software Downloads | Services ITE ITS-SB Online RFP Tool | RFQ/RFP/RFI Request for Training Ordering Instructions RFQ/RFP/RFI Tutorials | Consolidated Buy Products & Prices Schedule Exceptions | Other Links RFQ/RFP/RFI Statement of Non-Availability Policy |

Ensure you are logged in by looking for your name in the upper right hand corner of the screen

From the Main Menu Click "All Software Agreements" to proceed

Step 3 - Select Commercial Cloud Services (Google) (BPA)

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The Army CHESS logo, featuring the text 'ARMY CHESS' and 'COMPUTER HARDWARE, ENTERPRISE SOFTWARE AND SOLUTIONS' below it.

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Software Agreements

Select "Commercial Cloud Services (Google) (BPA)" from the list below

Technology buying volumes of the Army and DoD have spurred efforts among the Services Steering Groups and Agencies to consolidate requirements and leverage that buying power to provide lowest available pricing with value-added benefits. Agreements.

Enterprise License Agreements (ELAs)

| Program Name | Resellers | Agreement Type | Ordering Open To | Managed By |
|---|----------------------------|----------------|-----------------------|------------|
| Adobe JELA | CDW-G | ELA | Air Force, Army, DISA | Army |
| BMC ELA | Four Points Technology | ELA | Army | Army |
| CA ELA | CA Technologies | ELA | Army | Army |
| Cisco ELA | Red River Computer Company | ELA | Army | Army |
| Commercial Cloud Services (Google) (BPA) | DLT Solutions | BPA | All DoD | Army |
| Commercial Cloud Services (Microsoft) (BPA) | Dell | BPA | All DoD | Army |
| Creo ELA | Immix Technology, Inc. | ELA | Army | Army |
| Microsoft JELA | Insight Public Sector | ELA | Air Force, Army, DISA | Army |


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Step 4 - Click Cloud Services Ordering Link

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Hardware Software Services RFQ/RFP/RFI Consolidated Buy Resources About CHESS

Software

- Software Agreements
- Inventory
- Microsoft licenses
- Army Software Downloads
- DoD ESI
- Statement of Non-Availability

Commercial Cloud Services BPA (Google)

Program Name: Army Commercial Cloud Services BPA (Google Apps for Government)

Contract Number: W52P1J-13-A-0015

Vendor: DLT Solutions

Business Type: Large Business
13861 SUNRISE VALLEY DR STE 400
HERNDON, VA 20171-6126

Contract Summary:
On 25 September 2013, the Computer Hardware, Enterprise Software and Solutions (CHESS) program office with the Program Executive Office Enterprise Information Systems (PEO EIS) in coordination with the Army Chief Information Officer (CIO/G-6) and Department of Defense Enterprise software Initiative (DoD ESI) established an Enterprise License Agreement (ELA) to provide cloud services. The newly established Blanket Purchase Agreement was competed against the previously established General Services Administration (GSA) Email as a Service (EaaS) agreements. If approved by GSA, digitally signing and encrypting email will be an additional \$5.76 per year totaling \$22.56.

Primary goods and services:
This BPA standardizes and establishes prices for subscription based licenses providing email, document storage, identity management and unified capabilities as well as the potential option for records management and digitally signed and encrypted email (once approved). The pricing for this agreement is \$16.80 per user for the first year and \$17.28 per user for the following four years for email, document storage, identity management and unified capabilities. The optional solutions to provide records management as well as digitally signed and encrypted email are currently being reviewed for inclusion on the underlying GSA schedule. If approved by GSA, digitally signing and encrypting email will be an additional \$5.76 per year totaling \$22.56.

Ordering Instructions: [Cloud Services Ordering Link](#)

Click the "Cloud Services Ordering Link" below to continue

Step 5 - Commercial Cloud Offerings

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Hardware Software Services RFQ/RFP/RFI Consolidated Buy Resources About CHESS

Software

- Software Agreements
- Inventory
- Microsoft licenses
- Army Software Downloads
- DoD ESI
- Statement of Non-Availability

Commercial Cloud Services

| | Microsoft 365 | Google Apps |
|---|---------------------------|---------------------------------|
| Office Automation documents, spreadsheets, and presentations | ✓ | ✓ |
| Unified Capabilities voice, presence, chat, Instant Messaging, video calls, collaboration | ✓ | ✓ |
| Storage | 50 Gig | 50 Gig |
| Email | ✓ | ✓ |
| Records Management DoD Directive 5015.2 | ✓ | |
| Digital Signing and Encrypting Ability to digitally sign and encrypt email and documents | ✓ | |
| Cost | \$29.04 per year per user | \$16.80 per user for first year |

[Order Commercial Cloud Services](#)

Click the "Order Commercial Cloud Services" button to start the Request Process


Requesting Commercial Cloud Services



Step 1 - Create a Request

- Once you have logged into the CHESS IT e-mart and have accessed the Commercial Cloud Services Tool you are ready to submit a Request

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[Hardware](#) | [Software](#) | [Services](#) | [RFQ/RFP/RFI](#) | [Consolidated Buy](#) | [Resources](#) | [About CHESS](#)

Commercial Cloud Services - Active

Create a request

Show Completed Requests

Showing Items 1 - 0 of 0 |


| Id | Service/Agency | Major Command | Status | Updated | |
|---|----------------|---------------|--------|---------|--|
| <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Chess Home FAQ Report a Bug Web Privacy S</p> <p>Version: 3.4 Build: 1 Revision UNCLASSIFIED</p> </div>  </div> <div style="position: absolute; bottom: 10px; right: 10px;">  </div> | | | | | |

Click the "Create a request" button to get started

Step 2 - Fill Out Request Form

[Contact Us](#) | [Feedback](#) | [FAQ](#) | [Sitemap](#) | [My Account](#) | [Logout](#)

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Hardware

Software

Services

RFQ/RFP/RFI

Consolidated Buy

Resources

About CHESS

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency
 Major Command
 Major Sub Command
 Installation

This is what a Blank Request Form will look like

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

| Solution | CLIN | Vendor | Price | Quantity |
|-----------|------|----------------------|-------|----------------------|
| Microsoft | 0001 | Dell Federal Systems | 29.04 | <input type="text"/> |
| Google | 0002 | DLT Solutions | 16.80 | <input type="text"/> |

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: Email: Phone: Contact Type:

JUSTIFICATION


Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Step 2.1 - Organizational Information

[Contact Us](#) | [Feedback](#) | [FAQ](#) | [Sitemap](#) | [My Account](#) | [Logout](#)

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[Hardware](#) | [Software](#) | [Services](#) | [RFQ/RFP/RFI](#) | [Consolidated Buy](#) | [Resources](#) | [About CHESS](#)

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE

Major Command:

Major Sub Command:

Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

| on | CLIN | Vendor | Price | Quantity |
|-----|------|----------------------|-------|----------|
| oft | 0001 | Dell Federal Systems | 29.04 | 0 |
| e | 0002 | DLT Solutions | 16.80 | 0 |

NOTE: Army Customers are required to fill in Major Command, Major Sub Command & Installation Fields

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: Email: Phone: Contact Type:

JUSTIFICATION

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Step 2.2 - Solutions & Quantities

[Contact Us](#) | [Feedback](#) | [FAQ](#) | [Sitemap](#) | [My Account](#) | [Logout](#)

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Hardware

Software

Services

RFQ/RFP/RFI

Consolidated Buy

Resources

About CHESS

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency Major Command Major Sub Command Installation

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

| Solution | CLIN | Vendor | Price | Quantity |
|-----------|------|----------------------|-------|----------------------------------|
| Microsoft | 0001 | Dell Federal Systems | 29.04 | <input type="text" value="0"/> |
| Google | 0002 | DLT Solutions | 16.80 | <input type="text" value="500"/> |

**Enter the Quantity
of Licenses Required**

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

 Name: Email: Phone: Contact Type:

JUSTIFICATION

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Step 2.3 - Command CIO Information

- Please add contact information for your CIO and a Backup POC, in case you are unavailable

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

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| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources | About CHESS |
|----------|----------|----------|-------------|------------------|-----------|-------------|

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
Major Command:
Major Sub Command:
Institution:
CO:

| | Price | Quantity |
|---------------------------|-------|----------|
| ems | 29.04 | 0 |
| Google 0002 DLT Solutions | 16.80 | 500 |

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: CIO Name Email: CIOemail@mail.mil Phone: 703-806-0000 Contact Type: CIO **Add**

JUSTIFICATION

Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Submit **Cancel**

**Complete the following fields:
Name, Email, Phone and Contact
Type (Choose CIO or Backup POC
from drop down menu)**

**Once completed
click the "Add"
button to ensure
your POC
information is saved**

Step 2.3 cont'd - Command CIO Information

- Complete the POC process again for your Backup POC information

Contact Us | Feedback | FAQ | Sitemap | My Account | Logout Customer Support: 1-888-232-4405 (Hours: 8-5 EST)

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|----------|----------|----------|-------------|------------------|-----------|-------------|
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|----------|----------|----------|-------------|------------------|-----------|-------------|

Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
 Major Command:
 Major Sub Command:
 Ins:
 CC:

Complete the following fields:
 Name, Email, Phone and Contact
 Type (Choose CIO or Backup POC
 from drop down menu)

| | Price | Quantity |
|---------------------------|-------|----------|
| ems | 29.04 | 0 |
| Google 0002 DLT Solutions | 16.80 | 500 |

Once completed
 click the "Add"
 button to ensure
 your POC
 information is saved

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC. In case you are unavailable.

Name: BackUp Name Email: Backupemail@mail.mil Phone: 703-806-0001 Contact Type: Backup POC **Add**

Name: CIO Name Email: CIOemail@mail.mil Phone Number: 703-806-0000 Contact Type: CIO **Remove**

JUSTIFICATION


Characters left: 4000

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Submit **Cancel**

Step 2.4 - Justification

[Contact Us](#) | [Feedback](#) | [FAQ](#) | [Sitemap](#) | [My Account](#) | [Logout](#)
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Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency

Major Command

Major Sub Command

Installation

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

| Solution | CLIN | Vendor | Price | Quantity |
|-----------|------|----------------------|-------|----------------------------------|
| Microsoft | 0001 | Dell Federal Systems | 29.04 | <input type="text" value="0"/> |
| Google | 0002 | DLT Solutions | 16.80 | <input type="text" value="500"/> |

COMMAND CIO INFORMATION

Please add contact information for your CIO.

| | | | | | | |
|-------|----------------------|--------|----------------------|---------------|----------------------|---------------------------------------|
| Name: | <input type="text"/> | Email: | <input type="text"/> | Contact Type: | <input type="text"/> | <input type="button" value="Add"/> |
| Name | CIO Name | Email | CIO | Contact Type: | CIO | <input type="button" value="Remove"/> |
| Name | BackUp Name | Email | BackUp | Contact Type: | Backup POC | <input type="button" value="Remove"/> |

JUSTIFICATION


Needed for School Houses

Characters left: 3975

Submit
 Cancel

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

It is required that you provide a Justification for your Request. You will not be able to submit your Request without doing so.



Step 3 - Submit Request

- Once your form is complete you can Submit your Request

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Commercial Cloud Services - Request Form

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
 Major Command:
 Major Sub Command:
 Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

| Solution | CLIN | Vendor | Price | Quantity |
|-----------|------|----------------------|-------|----------|
| Microsoft | 0001 | Dell Federal Systems | 29.04 | 0 |
| Google | 0002 | DLT Solutions | 16.80 | 500 |

COMMAND CIO INFORMATION

Please add contact information for your CIO and a Backup POC, in case you are unavailable.

Name: Email: Phone: Contact Type: Add

| | | | | | | | | |
|------|-------------|-------|----------------------|--------------|--------------|--------------|------------|--------|
| Name | CIO Name | Email | CIOemail@mail.mil | Phone Number | 703-806-0000 | Contact Type | CIO | Remove |
| Name | BackUp Name | Email | Backupemail@mail.mil | Phone Number | 703-806-0001 | Contact Type | Backup POC | Remove |

JUSTIFICATION

Needed for School Houses

Characters left: 3875

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.


Click the "Submit" button to continue

Submit **Cancel**

Step 4 - Request Complete

- Once your Request has been submitted your screen will display your recent request and your "Status" will show as PENDING until your request is APPROVED

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Your Commercial Cloud Services request has been created.

Commercial Cloud Services - Active


[Create a request](#) | [Show Completed Requests](#)

Showing Items 1 - 1 of 1 | 1


| Id | Service/Agency | Major Command | Status | Updated | 0001 | 0002 | |
|----|----------------|------------------------|---------|-----------|------|------|---|
| 24 | AIR FORCE | Non-Army Major Command | PENDING | 12/4/2013 | 0 | 500 | Cancel View |



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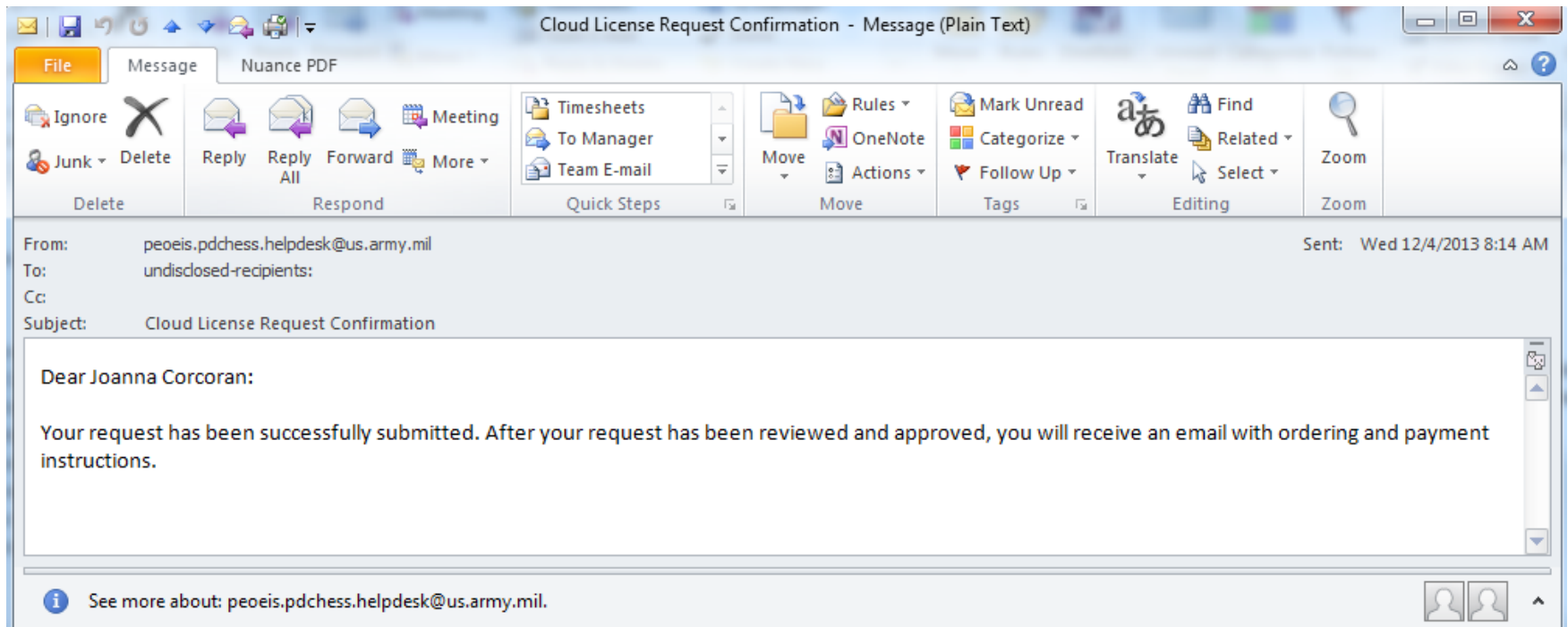


Version: 3.4 Build: 1 Revision: 6
 UNCLASSIFIED



Step 5 - Request Submitted Email

- You will receive an email informing you that your Request for Commercial Cloud Services has been submitted



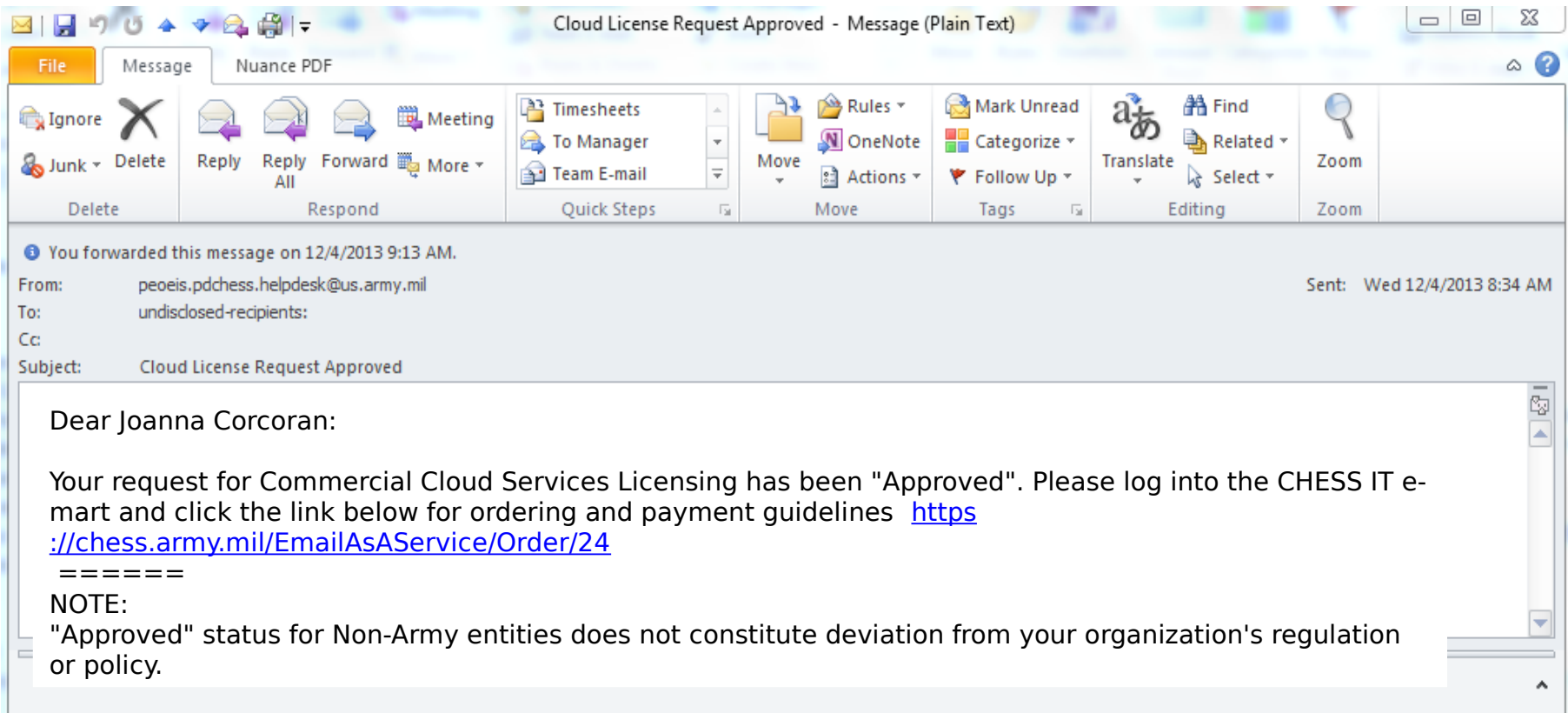
NOTE: In order to move forward with the Commercial Cloud Services Process you will need to wait to receive an email that your request is Approved

Ordering Commercial Cloud Services



Step 1 - Receive Approved Email


- You will receive an email saying your Request is Approved with a link to payment information to complete your Order



Step 2 - Verify Information

- Once you click the link in your Approved email you will be taken to the following page. Please verify your information.

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Commercial Cloud Services - Request Form

Status APPROVED
 Requested By Corcoran, Joanna (jcorcoran@fourincorp.com)
 Created 12/4/2013

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
 Major Command:
 Major Sub Command:
 Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

| Solution | CLIN | Vendor | Price | Quantity | Total |
|-----------|------|----------------------|---------|----------|-----------|
| Microsoft | 0001 | Dell Federal Systems | \$29.04 | 0 | \$0.00 |
| Google | 0002 | DLT Solutions | \$16.80 | 500 | \$8400.00 |

MIPR INFORMATION

Click [here](#) for information on how to build a MIPR for Google Cloud Services.


Click [here](#) for information on how to build a MIPR for Microsoft Cloud Services.

Step 3 -MIPR Information

- For information on how to build a MIPR for Google Cloud Services click the link below


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Submitting a MIPR to CHES

"TO" Line: (MIPR Primary) Miguel Campos; miguel.a.campos22.civ@mail.mil, April Cappilla; april.a.cappilla.civ@mail.mil

"Cc" Line: (CHES Primary) Dawn Bare; 703-806-8231

The MIPR should include the following information (DD FORM 448):

- a. Block 7 (To):
PEO EIS/ Computer Hardware Enterprise Software & Solutions
(PD CHES: SFAE-PS-CH)
ATTN: Miguel Campos
Fort Belvoir, VA 22060
- b. Block 9(b) (Description): In the description area of the MIPR request, as a minimum please include the following information:
 - Funding in support of the Commercial Cloud Services Agreement to repay AWC.
 - Contract #: W52P1J-13-A-0015 (Google)
 - Funds Expire: <Include when funds expire>
 - BONA FIDE need requirement statement.
 - Contracting Officer:
 - CHES POC: Dawn Bare; Comm: 703-806-8231; Email: dawn.m.bare2.civ@mail.mil
 - MIPR POC Information: Miguel Campos; Comm: 703-806-0611; Email: miguel.a.campos22.civ@mail.mil
 - DoDAAC: <Insert Your Organization's DoDAAC>

Hardware

Software

Services

RFQ/RFP/RFI

Commercial Cloud Services - Request

Status APPROVED
Requested By Corcoran, Joanna (jcorcoran@fourincorp.com)
Created 12/4/2013

ORGANIZATIONAL INFORMATION

Service or Agency: AIR FORCE
Major Command:
Major Sub Command:
Installation:

COMMERCIAL CLOUD SERVICES - SOLUTIONS AND QUANTITIES

| | Price | Quantity | Total |
|--------|---------|----------|-----------|
| Google | \$29.04 | 0 | \$0.00 |
| Google | \$16.80 | 500 | \$8400.00 |

MIPR INFORMATION

Click here for information on how to build a MIPR for Google Cloud Services.

Click here for information on how to build a MIPR for Microsoft Cloud Services.

Step 4 - Enter Funding Information

FUNDING INFORMATION

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

| | | |
|-------------------------|-----------|-------|
| J:\CHESS\Tutorials\MIPR | Browse... | Clear |
| | Browse... | Clear |
| | Browse... | Clear |
| | Browse... | Clear |
| | Browse... | Clear |

MIPR #

MIPR Date

MIPR Amount

MIPR Submitter Name

MIPR Submitter Phone

MIPR Submitter Email

Upload your MIPR here

These fields are optional for your record keeping.

NOTE: "MIPR Amount Field" must be a number. Do not include \$ in your amount.

COMMAND CIO INFORMATION

Contact Type: CIO

Name: CIO Name

Email:

Phone Number:

Contact Type: Backup POC

Name: BackUp Name

Email:

Phone Number:

JUSTIFICATION

Needed for School Houses

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.

Step 5 - Submit Order

FUNDING INFORMATION

Attachments

Only the following file types will be accepted:

- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

| | | |
|-------------------------|-----------|-------|
| J:\CHESS\Tutorials\MIPR | Browse... | Clear |
| | Browse... | Clear |
| | Browse... | Clear |
| | Browse... | Clear |
| | Browse... | Clear |

MIPR # MIPRXXXX

MIPR Date 12/4/2013 8:38:44 AM

MIPR Amount 8400.00

MIPR Submitter Name Joanna Corcoran

MIPR Submitter Phone 703-806-9087

MIPR Submitter Email joanna.m.corcoran.ctr@n

COMMAND CIO INFORMATION

Contact Type: CIO

Name: CIO Name

Email: CIOemail@mail.mil

Phone Number: 703-806-0000

Contact Type: Backup POC

Name: BackUp Name

Email: Backupemail@mail.mil

Phone Number: 703-806-0001

JUSTIFICATION

Needed for School Houses

Approved license requests do not constitute approval to deviate from any DoD regulation or policy.


Submit **Cancel**

Click the "Submit"
button to continue

Step 6 - Order Confirmation

- Once your Order has been submitted your screen will display your recent Order and your "Status" will show as ORDERED

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 Last Login: Wed, 04 Dec 2013 09:36:18 GMT
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Your order has been placed.

Commercial Cloud Services - Active

[Create a request](#)
[Show Completed Requests](#)



Showing Items 1 - 1 of 1 | 1

| Id | Service/Agency | Major Command | Status | Updated | 0001 | 0002 | |
|----|----------------|------------------------|---------|-----------|------|------|----------------------|
| 24 | AIR FORCE | Non-Army Major Command | ORDERED | 12/4/2013 | 0 | 500 | View |



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Version: 3.4 Build: 1 Revision: 6
UNCLASSIFIED

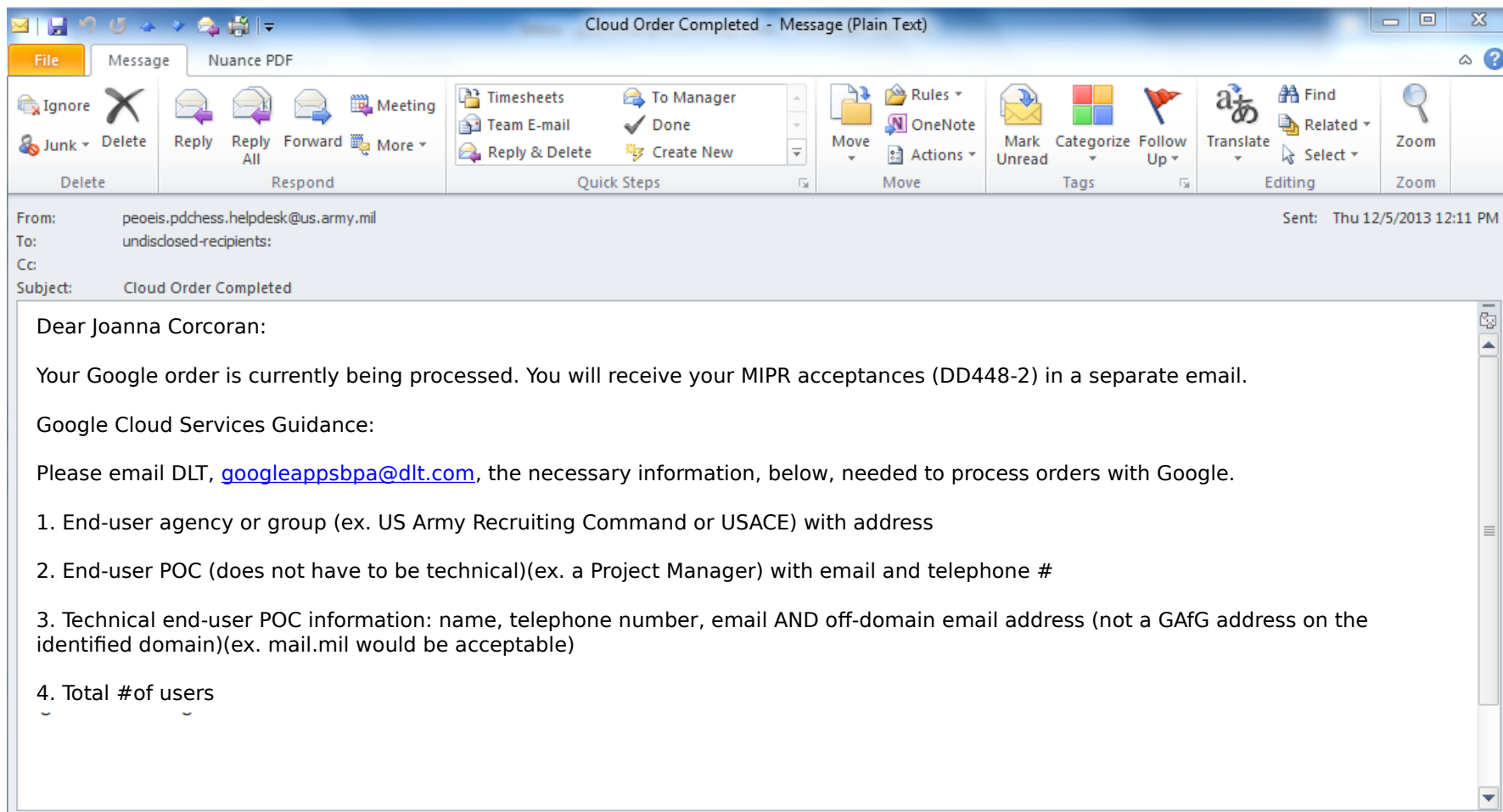



View Completed Orders



Step 1 - Receive Order Completed Email


- You will receive an email saying your Order is being processed



Step 2 - View Completed Order

- Ensure you are logged into the CHESS IT e-mart and follow the previous steps to Access the Commercial Cloud Services Ordering Tool

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Commercial Cloud Services - Active

[Create a request](#) | [Show Completed Requests](#)

Showing Items 1 - 0 of 0 |


| Id | Service/Agency | Major Command | Status | Updated | |
|---|----------------|---------------|--------|---------|--|
| <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Chess Home FAQ Report a Bug Web Privacy Security</p> <p>Version: 3.4 Build: 1 Revision: 6 UNCLASSIFIED</p> </div>  </div> <div style="text-align: right; margin-top: 10px;">  </div> | | | | | |

Click the "Show Completed Requests" button once you are back in the Ordering Tool

Step 2 Cont'd - View Completed Order

- Below you will see a list of your Completed Orders

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Commercial Cloud Services - Completed

[Create a request](#)
[Show Active Requests](#)

Showing Items 1 - 1 of 1 | [1](#)

| Id | Service/Agency | Major Command | Status | Updated | 0001 | 0002 | |
|----|----------------|------------------------|----------|-----------|------|------|----------------------|
| 24 | AIR FORCE | Non-Army Major Command | COMPLETE | 12/4/2013 | 0 | 500 | View |



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Version: 3.4 Build: 1 Revision: 6
 UNCLASSIFIED

Click the "Show Active Requests" button to go back to the main screen

Questions

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**For information about using
IT e-mart, contact the
CHESS Help Desk
toll free at: (888) 232-4405
or email at
armychess@mail.mil**